



# M e m o r a n d u m

To: Panel Members Date February 21, 2002

From: Peter McNamee File: Panel Memo  
Executive Director

Subject: **FEBRUARY PANEL MEETING IN SACRAMENTO**

The Employment Training Panel will meet on Thursday, **February 27, 2003**.  
The meeting is scheduled to begin at **9:30 a.m.**

**CA Environmental Protection Agency**  
1001 I Street  
Coastal Hearing Room, 2<sup>nd</sup> Floor  
Sacramento, CA 95814  
Telephone (916) 327-5640 (ETP Central Office)

Guestroom reservations have been made for Panel members traveling to Sacramento at:

Sheraton Grand Hotel  
1230 "J" Street  
Sacramento, CA 95814  
Telephone (916) 447-1700  
(Parking is available across the hotel.)

If you are unable to attend the meeting, please call the hotel to cancel your reservations **24 hours prior** to your intended date of arrival to avoid first night and room tax charges.

**Sleeping Room Rate:** **\$84** plus 12% tax - - government I.D. required to qualify for the  
\$84 discounted rate.

**Check In:** 3:00 p.m.  
**Check Out:** 12:00 Noon

**Amenities for your convenience:** Coffee/coffee maker, iron/ironing board,  
and hair dryer

**Super Shuttle:** **\$11** (one way) -- no reservation needed from the Sacramento  
International Airport. Reservations required going to the airport - -  
please call **1-800-258-3826**.

**(Map with directions is on the next page.)**